



## KTIP COORDINATORS –JULY - AUGUST 2011 NEWSLETTER

100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Telephone: (502) 564-4606  
Toll Free: (888) 598-7667  
FAX: (502) 564-7080

Dr. Phillip Rogers  
*Executive Director*

Robert L. Brown  
*Division Director  
Professional Learning and  
Assessment*

Teresa M. Moore  
*Program Manager*

Sharon Salsman  
*Program Coordinator*

Carol Smith  
*Administrative Specialist III*

### KENTUCKY TEACHER INTERNSHIP PROGRAM

#### NEW INFORMATION

#### CONFIRMATIONS OF EMPLOYMENT

You may begin entering COEs for the 2011-2012 school year August 1<sup>st</sup>. At this time we do not anticipate having spring interns.

If you are a new KTIP Coordinator, please contact us for training in KTIP and entering information into the Intern Management System.

#### NEW TRAINING DOCUMENTS AND INFORMATION

To align with SB1 and state initiatives, the task templates have been modified to incorporate those mandates. A PowerPoint that describes the changes has been submitted to all district coordinators to forward to principals and resource teachers. This information will also be linked on our Website under: KTIP UPDATE INFORMATION for 2011-2012.

There will be two sets of internship materials: 1) Forms and Resource Information for those interns who began in the spring of 2011 and 2) Forms and Information for all new interns beginning in Fall of 2011. **Interns beginning in Fall of 2011 need to utilize the forms on the following link:** [2011-2012 KTIP Forms and Information \(Fall 2011\)](#)

#### KTIP IECE TPA TRAINING

Those that completed the KTIP TPA IECE Training prior to May 2008 will need to be re-trained by completing the KTIP TPA IECE face-to-face Trainings that will be scheduled this summer/fall prior to internship committee assignments.

KTIP committee members who serve IECE interns must have current (2007 or later) KTIP TPA training as well as face-to-face IECE training.

## KTIP TPA TRAINING

There is no online training available. All trainings for TPA or IECE must be completed in a face-to-face setting. The online homework must be completed prior to the TPA face-to-face training and is available at: [www.kyeducators.org](http://www.kyeducators.org)

Choose the "Assessments and Internships" link.

Choose

KTIP200	06	<a href="#">KTIP TPA Face-to-Face Training Homework {FREE!}</a>	0	<input type="checkbox"/>
---------	----	---	---	--------------------------

Add Course To EduCart

Choose "View my EduCart."

Choose the "Checkout" button

Complete the demographic information page and choose "next" and then "finish".  
Scroll to the bottom of the page and choose "return to website".

Once you complete the online training you will be issued an e-ticket for the face-to-face training, so it is best not to wait until the night before the training to complete as there may not be enough time to receive the e-ticket.

A list of all training dates and locations can be found at the EPSB website address, which is [www.epsb.ky.gov](http://www.epsb.ky.gov). After accessing the homepage, click on Internships, and then click KTIP Training. Here one will find dates, locations, and contact information for each training offered.

Click on this link

<http://www.epsb.ky.gov/IMSTraining/lmsTraininginfo.aspx> to find KTIP TPA Face-to-Face Training dates.

## REMINDERS

### ASSIGNING A PRINCIPAL A COE

When assigning committee members, *if* the principal is not listed in the drop down box, contact your LEAD Coordinator, Human Resource Director or Designee for the principal to be added in the Kentucky Educator Certification Inquiry (KECI).

### INTERN MANAGEMENT SYSTEM

- Log in using your username and password. Click on Intern Management System (IMS) to begin electronic documentation of the internship.
- Please be sure to answer the hint questions allowing you to reset your password independently. Passwords expire every 90 days.
- Please verify all personal information, including e-mail address.

## RESOURCE TEACHER PAYMENTS

Time sheets approved through July 14, 2011 have been processed for payment. All checks are sent directly to public school board finance officers with a payment roster, via email. Finance Officers and KTIP District Coordinators may collaborate to ensure all resource teachers are promptly paid. All checks for private school resource teachers are sent directly to the address listed in our eMARS database. Please make sure that time sheets have been signed by all committee members. Time sheets do not come to us for processing until all signatures are complete.

## NEW FINANCE OFFICERS AND/OR PAYROLL PERSONNEL

New finance officers and/or payroll personnel who handle resource teacher payments should provide contact information to Carol Smith so she may direct all payment information to their attention. You may reach Carol by email or phone: [carolj.smith@ky.gov](mailto:carolj.smith@ky.gov) or (502) 564-4606 ext. 276. If you are a member of the KTIP Committee and know there is a new staff member in your district, he or she is probably **NOT** receiving the emails notifying them of the resource teacher payment. Please have them contact Carol Smith so resource teachers may be paid in a timely fashion.

## KTIP COMMITTEE CYCLES

Observations and committee meetings shall be scheduled in accordance with the following:

- The orientation meeting shall be held prior to the conduct of any formal classroom observations of the teacher intern;
- The classroom observations by all committee members shall occur prior to the corresponding committee meeting;
- The classroom observations and second committee meeting (Cycle 1) shall be held between one (1) and sixty (60) instructional days **following the orientation meeting**;
- The classroom observations and third committee meeting (Cycle 2) shall be held between sixty-one (61) and 110 instructional days **following the orientation meeting**; and
- The taping and reviews of the video or classroom observations and fourth committee meeting (Cycle 3) shall be held between 111 and 140 instructional days **following the orientation meeting**.

# NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS

## NBPTS/EPSTB/KDE

- **Programmatic questions** are to be directed to the National Board for Professional Teaching Standards (NBPTS) at 1-800-22TEACH (1-800-228-3224).
- **Incentive Trust Fund questions** are to be directed to the Education Professional Standards Board (EPSTB) at (502) 564-4606 or 1-888-598-7667.
- **\$2000 Salary Supplement questions** are to be directed to the Kentucky Department of Education (KDE) at (502) 564-5279 or (502) 564-3846.

## Timelines/Deadlines

Statements of Intent (NBC-1) **must** be submitted to Teresa Moore at the EPSTB within 30 days of receiving confirmation of NBPTS Candidacy in order for the teacher to be enrolled in the Teachers' National Certification Incentive Trust Fund. Failure to do so may result in the loss of incentives. If you have any questions, please email [teresam.moore@ky.gov](mailto:teresam.moore@ky.gov)

## CONTINUING EDUCATION OPTION

We currently have several candidates in the "old" version of CEO. For those CEO candidates the next portfolio submission window is October 1-15.

Currently, 46 candidates have enrolled in the "new" version of CEO.

*"The Most Important Things in Life Aren't Things"*  
*Author Unknown*